

The City of Quincy Board of Fire and Police Commission Announces

Entry-Level FIREFIGHTER TESTING

Applicants must meet the following qualifications:

- 1. CITIZENSHIP** - Must be a United States Citizen. If not a resident of Quincy, applicant must agree to move to Adams County within 6 months after appointment.
- 2. EDUCATION** - High School diploma or equivalent is required. Associates Degree is preferred.
- 3. AGE** - Not less than 20 ½ nor more than 34 years on the day of the test or have been actively employed as a career firefighter with an Illinois Fire Department or District within the last year. Any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40 may also test.
- 4.** All applicants must pass the following: written examination, physical agility test, oral interview, background check, psychological and polygraph tests, a physical examination and a drug test. A fact sheet explaining various points about being a firefighter is included in the application packet.

STARTING SALARY

\$43,769.30

(Effective May 1, 2016)

Plus subsequent increases and benefits. The City of Quincy is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.

Applications, useful information, and testing dates, times and location can be found at www.quincyl.gov under "What's New" or "News & Announcements". If you have questions after reviewing the web site call the Quincy Board of Fire and Police Commission at 217/228-4545 or email them to fire&policeboard@quincyl.gov. Applications may be submitted to the Quincy Board of Fire and Police Commissioners, 730 Maine Street, Quincy, IL 62301. The deadline for submitting applications is Friday, February 5, 2016 at 4:30 p.m.

2016 Entry-Level Firefighter Testing Information

Saturday, February 20, 2016 at 9:00 a.m. or 1:00 p.m. Candidates may choose the session time. The written test will be conducted at the Quincy Regional Training Facility Classroom Complex located at 1900 Seminary Road, Quincy, IL. The written test is 60% of the final score. Only applicants that have scored a 70% or higher on the written examination will move on to the interview phase.

All prospective applicants must have a valid **Candidate Physical Ability Test (CPAT)** card, and present it for verification, on the day of the written test to be eligible to test.

Interviews of candidates that have achieved a written test score of 70% or higher will be conducted at Quincy City Hall, 730 Maine Street, Quincy, Illinois, beginning at **1:30** p.m. on the following dates: March 9, March 16, and March 23rd.

Candidates will be notified by mail of the specific date and time. The interview scores are 40% of the final score.

Tie scores will be resolved by each applicant's written test score with the highest test score occupying the highest position on the list.

Preference Points will be awarded after final scores are calculated and the initial eligibility list is posted. Candidates must request the bonus points in writing within ten (10) days after the initial eligibility list is posted and furnish proof of qualifying preference.

Available Preference Points:

Military Points - 5 point maximum per statute

Education – 3 point maximum

Associates, Bachelor or graduate degree – not fire-related (2 points)

Associates, Bachelor or graduate degree – fire-related (3 points)

Medical Training – 3 point maximum

Current State of Illinois EMT License or current National Registry EMT Certification (2 points)

Current State of Illinois Paramedic License or current National Registry Paramedic certification (3 points)

Experience – 5 point maximum

Paid-on-call/Part time firefighter with either basic firefighter/firefighter II certification or EMT-b or EMT- I cortication (or any combination of the two) – .5 points per year documented experience up to a total maximum of 5 points

Paid on call/Part time firefighter with either advanced firefighter/firefighter III certification or EMT-P certification (or any combination of the two) – 1 point per year documented experience up to a maximum of 5 points.
Career firefighter or firefighter/paramedic – 2 years documented experience (5 points)

Certifications – 4 point maximum

State of Illinois Certified Firefighter II (1 point)
State of Illinois Basic Operations Firefighter (2 points)
State of Illinois Certified Firefighter III (3 points)
State of Illinois Advanced Technician Firefighter (4 points)

OTHER TRAINING

SKILLS AND/OR SPECIAL TRAINING: _____

BRANCH OF MILITARY SERVICE	ENTRY DATE	DISCHARGE DATE
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SERVICE CONNECTED TRAINING	TYPE OF TRAINING	CURRENT STATUS
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How did you become aware of this position?

_____ Newspaper Ad _____ Magazine Ad _____ City Employee _____ College Placement Office

_____ City Web Site _____ Other (Explain) _____

Do you have relatives employed by the City of Quincy: _____ Yes _____ No

If yes, in what position: _____

If yes, what relationship: _____

Are you a former City of Quincy employee: _____ Yes _____ No

If yes, gives dates of employment and position: _____

Are you a current user of illegal drugs: _____ Yes _____ No

Are your driving privileges currently revoked
or suspended in this or any other state: _____ Yes _____ No

Have you ever been convicted of a felony: _____ Yes _____ No

If yes, give date and nature of violation: _____

Written Test Session Choice

The written test will be offered at two different times on February 20th. The first offering will be at 9:00 AM and the second offering will be at 1:00 PM. Please indicate by checking below which test you will be participating in. No changes in test time will be allowed after this application is submitted. The Board of Fire and Police Commissioners reserves the right to cancel one of the testing times should attendance not warrant the second session. Candidates that are affected by any change will be notified in writing of the change.

Session #1 – February 20th, 9:00 AM _____

Session #2 – February 20th, 1:00 PM _____

As an applicant, you agree to and understand the following:

1. The City of Quincy is an equal opportunity employer. Pursuant to law, discrimination because of race, color, religion, national origin, physical or mental handicap, or status as a disabled veteran or veteran of the Vietnam era is prohibited. If you believe you have been discriminated against, you are encouraged to contact the City's Human Resources Director or you may notify the appropriate federal or state agencies.
2. A medical evaluation or examination shall be required prior to employment. Employment shall be conditional until results are known.
3. You must meet minimum/ maximum age requirements of applicable laws.
4. Your eligibility for a City of Quincy Police or Fire pension is based on the requirements set forth by the Police or Fire Pension Boards, the provisions of which will be provided to you upon your employment.
5. You will not be considered eligible for employment as a Quincy police officer or firefighter if you have been convicted of a felony offense or a crime involving moral turpitude (65 ILCS 5/10-2.1-6.(j)).
6. The City of Quincy shall conduct investigations, including verifications of prior employment history, criminal and driving records, education and personal and business references. By signing the application you indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment, or if employed, may result in your dismissal.
7. The Board of Fire and Police Commission of the City of Quincy reserves the right to conduct such additional testing as it sees fit to qualify applicants for employment. Such testing may include, but is not limited to: Written test(s), oral interview(s), polygraph exam(s), physical agility test(s), psychological exam(s), medical exam(s), background investigation(s), and any other exam(s) deemed necessary by the Board.

CERTIFICATION OF APPLICATION

I hereby certify that there are no misrepresentations in or falsifications of these statements and answers to questions. I am aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my applications for future positions will not be accepted. I am also aware that falsification of this application or any accompanying data may result in my dismissal from any position with the City of Quincy. I understand that acceptance of employment does not create a contractual obligation upon the City to continue to employ me in the future.

SIGNATURE OF APPLICANT _____ DATE _____

EQUAL EMPLOYMENT OPPORTUNITY DATA

VOLUNTARY SELF-IDENTIFICATION

Name _____

First

Middle

Last

Position Applied For _____

The following information is being gathered not for employment decisions but for record keeping in compliance with Federal Laws. Your responses are strictly voluntary and will help in developing and monitoring our Affirmative Action programs. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. However, if you choose not to "self-identify", we are under Federal regulations required to maintain race, sex and handicap information on the basis of visual observation or personal knowledge. If you do not wish to furnish this information, please initial below.

I do not wish to furnish this information. _____ Initial _____ Date _____

Sex: () Female () Male Age: _____ Birth date: _____

Racial/Ethnic Data: Please identify yourself in terms of the following racial/ethnic groups:

() White () Afro American () Asian or Pacific Islander

() American Indian or Alaskan Native

Answer the following questions only if you consider yourself to be handicapped/disabled:

(1) Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the job applied for? _____ Yes _____ No

If yes, please explain: _____

(2) Do you know of any special skills, methods or procedures that will qualify you for positions which you might not otherwise be able to do because of your disability/handicap?

_____ Yes _____ No

If yes, please explain: _____

(3) Are there accommodations that would be helpful to you in performing the job for which you are applying (e.g., special equipment or changes in the physical layout of the job)?

_____ Yes _____ No

If yes, please explain: _____

Signature _____ Date _____

**BOARD OF FIRE AND POLICE COMMISSION
QUINCY FIRE DEPARTMENT**

AUTHORIZATION TO OBTAIN PERSONAL INFORMATION

I authorize and empower the City of Quincy's Board of Fire and Police Commission, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently to obtain, prepare, use and/or furnish any of the following information including, but not limited to:

- 1) Any information concerning my current and former employment;
- 2) Any information concerning arrests and police reports/contacts on me from any law enforcement agency;
- 3) Any information regarding my education, credit, general reputation, health, personal characteristics and mode of living through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above matters.

Upon written request, I understand that said Board will provide me with information regarding the nature and scope of the investigation if one is made.

Signature of Applicant

Printed Name of Applicant

Date

**BOARD OF FIRE AND POLICE COMMISSION
QUINCY FIRE DEPARTMENT**

PHYSICAL AGILITY TEST

RELEASE OF ALL LIABILITIES

The undersigned for and in consideration of the review of their application for employment as a firefighter or police officer with possible employment to result therefrom hereby releases, remise and discharges the City of Quincy, a municipal corporation, its officers, servants, agents and employees of and from any and all claims, demands and liabilities to me and on account of any injuries, losses and damages, to my person shall have been caused, or may at anytime arise as the result of a certain fire and/or police examination agility test conducted by the Board of Fire and Police Commission of said City of Quincy the intention hereof being to completely, absolutely and finally release said City of Quincy and its officers, servants, agents and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

Signature of Applicant

Printed Name of Applicant

Date

**BOARD OF FIRE AND POLICE COMMISSION
CITY OF QUINCY
PROBATIONARY FIREFIGHTER
FACT SHEET**

Below is a list of the various points you should know about being a firefighter in Quincy, Illinois. Please read these carefully so there will be no misunderstanding of what you can expect and what will be expected of you. Be sure you and your family want you to be a firefighter.

BENEFITS

1. **Starting Salary:** \$43,769.30 effective May 1, 2016.
2. **Hospital Insurance:** Provided for each firefighter after six (6) months of employment with dependents covered for 50% of the cost.
3. **Education Incentive:** Provided for college level education achievement in the fire science field.
4. **Sick Day Benefit:** Up to 18 – eight hour days per year paid sick leave to a maximum of 90 - eight hour days accrued. Excess unused sick leave over 90 - eight hour days is purchased by the City at 100% of value.
5. **Vacation:** Up to 7 work days after the first year of continuous service with increase up to 12 work days after completing 20 years of continuous service.
6. **Opportunity for Advancement.**

WORKING CONDITIONS

1. **Hours of Work:** The Fire Department is never closed. It works 24 hours a day, 7 days a week. Individuals are assigned to work an average of 53-hour week on one of three shifts. A shift runs from 7:00 a.m. one day to 7:00 a.m. the next day. You then have 48 hours off.
2. **Uniforms:** Firefighters are required to wear uniforms. The department will purchase and maintain uniforms.
3. **Hair Styles/Beards:** Department rules prohibit hairstyles that are unsafe or interfere with the performance of a firefighter's duties. Beards of any type are not allowed.
4. **Probationary Period:** Each new firefighter is on probation for 12 months before becoming a permanent member of the department. During this period, anyone, who in the judgment of the Board, does not prove to be qualified to be a firefighter will be dismissed.

ESSENTIAL QUALIFICATIONS AND JOB FUNCTIONS

1. **Education:** A high school diploma or equivalent certificate is required.
2. **Citizenship:** You must be a United States citizen. If appointed and you do not live within Adams County you are required to do so within six (6) months after appointment to the Quincy Fire Department.
3. **Age:** All applicants shall not be less than 20 ½ years of age nor more than 34 years on the day of the test or have been actively employed as a career firefighter with an Illinois Fire Department or District within the last year. Any person who turned 35 while serving as a member of the active or reserve

components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40 may also test.

4. EMS: Persons appointed to the department must obtain an EMT-B license from the Illinois Department of Public Health within their 12-month probationary period. This EMS licenses must be maintained during your employment with the Quincy Fire Department. The department will pay for this training and the employee's salary will continue while attending training.

5. Basic Firefighter Certification: Persons appointed to the department must successfully complete a 6-week basic firefighter course within the first 12 months of appointment, and pass the Illinois State Fire Marshal's Basic Firefighter certification test. The department will pay for this training and the employee's salary will continue while attending this training.

6. CPAT Certification: The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility.

HIRING PROCEDURE

The hiring procedure is long and difficult and the time involved will vary depending upon the outcome of tests and the availability of testing facilities. Although the procedure is arduous, it can be a rewarding position for those who pass all the tests.

If you meet all the above qualifications, can perform all of the essential functions for the job, and you want to make a career in the fire service, you should proceed as follows:

1. Fill out the application in your own handwriting. When filling out the application, please be sure that all addresses are complete and correct. Handwriting **MUST** be neat, accurate and easily read by others.

2. Sign and date the Agility Test Release of All Liabilities form and the Authorization for Release of Personal Information form. If you have any doubt as to your medical condition regarding your ability to take this test, we strongly suggest you consult with your physician.

3. After the application has been completed and accurately filled out, please be sure it is signed in all the necessary places before submitting.

4. Return the application, Equal Employment Opportunity Data sheet, Agility Test Release form, and Authorization along with your service discharge and college certificate or transcript, if applicable, to the Board of Fire and Police Commission Office, 730 Maine Street, Quincy, Illinois 62301.

Please Note: All of the requested information must be included with your application before it will be considered.

5. Applicants who are not properly qualified will be notified by the Board.

ORDER OF AND EXPLANATION OF TESTING

A. Step I

1. Written Test: Written testing will be done on the date indicated in the 2016 Entry-Level Firefighter Testing Information.
2. Candidate Physical Ability Test (CPAT): Candidate must provide verification of current CPAT certification upon registration the day of the written test.
3. Aerial Climb: Candidate must successfully complete the aerial climb event the day of the written testing, upon the first attempt. Safety equipment will be provided.
4. Oral Interview: The Board will conduct an oral interview with those candidates who are ranked on the preliminary eligibility list. The dates for the interviews are listed on the Information Sheet and specific times will be mailed to candidates at least 7 days prior to the interview. Those to be interviewed must have passed the agility test and be rated among the top 50 scores.

B. Step II

1. Initial Eligibility List: Applicants who pass all Step I testing will have their names placed on an initial eligibility list in the order of their relative excellence as determined by the testing.
2. Within 10 days after the initial eligibility list is posted candidates may submit a claim for Preference Points in writing along with verifiable evidence (DD214, certificates, licenses, etc.) to the Board of Fire and Police Commission. Scores and Preference Points will be calculated to establish the final eligibility list.
3. Initial Background Examination: Applicants who pass the written test, physical agility test, and the oral interview will be given a Personal History Questionnaire to complete. The "Authorization" that each applicant has signed allows the Board to inquire into and applicant's background, that includes, but not be limited to, current and former employment history, personal and business references, education, credit history, general reputation, family and neighborhood interviews, and other matters that establish the candidate's mode of living. This investigation will be conducted by the Quincy Police Department, at the discretion of the Board. The Chief of Police will be responsible for conducting the inquiry and providing the results to the Board.
4. Conditional Offer of Employment: When an opening is available on the Fire Department as determined by the Fire Chief, the Board will provide a conditional offer of employment to a candidate on the final eligibility list for each opening available prior to the psychological exam. This offer of employment will be conditional on the candidate successfully completing the final tests in Step III.

C. Step III

An applicant who has received a conditional offer of employment must pass all the testing remaining in Step III. The order in which these tests are given may vary. An applicant who fails any of these tests will not be eligible for further testing.

1. Polygraph Test: Applicants will be given a polygraph test to determine their fitness for duty.
2. Psychological Test: Applicants will be given a psychological exam to determine their fitness for

duty.

3. Medical Exam and Drug Screen Test: Applicants will be given a medical examination and drug screen testing to determine their fitness for duty.

Applicants who are not properly qualified will be notified by the Board at whatever phase of testing they become unqualified.

Entry into the Quincy Fire Pension Fund is not required, nor is it automatic. Newly appointed firefighters must make application for entry into the pension fund through the Pension Board and may be required to furnish additional medical information. The Fire Pension Fund and its Board are entirely separate from the Board of Fire and Police Commission.

CPAT INFORMATION

What is the CPAT?

The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility.

Where is the CPAT Offered?

ILLINOIS:

1. Central Illinois Fire Chiefs (CIFC)

Location: Decatur, Illinois

Website: <http://centralillinoisfirechiefs.com/Cpat.aspx>

2. Northeastern Illinois Public Safety Training Academy (NIPSTA)

Location: Glenview, IL.

Contact information: www.nipsta.org or (847) 998-8090.

3. Southwestern United Fire District (SUFD)

Location: Indian Head Park, IL (Cook County)

Contact information: www.sufd.org or (630) 910-2087.

MISSOURI:

1. MCC-Blue River Public Safety Institute

<http://www.mcckc.edu/services/publicsafety/fireacademy/firecpat.asp>

If you are looking for a testing location other than Illinois or Missouri refer to this link: <http://www.iaff.org/HS/Well/statelist.htm>

To review a CPAT success guide refer to the following website:

<http://www.candidatephysicalabilitytest.com/the-cpat-success-guide/>